



## DAILY BACKUPS

With flash drives becoming so affordable, here is an easy way to do your daily backups. (You do them daily don't you?)

- 1 Create a folder on your C: drive called BACKUPS
- 2 Under BACKUPS create a folder for each of the MS Office packages
- 3 Under the package create folders that are meaningful to you.
- 4 When it comes time to do your daily backup, all you do is click on your BACKUPS folder and it copies to your flash drive in minutes.

